

# GETTING STARTED WITH HIPAA TRAINING

This guide will lead you through the registration process to begin your HIPAA training.

**This site will be used for Future HIPAA Training so Bookmark Your Browser and Record your Student ID !**

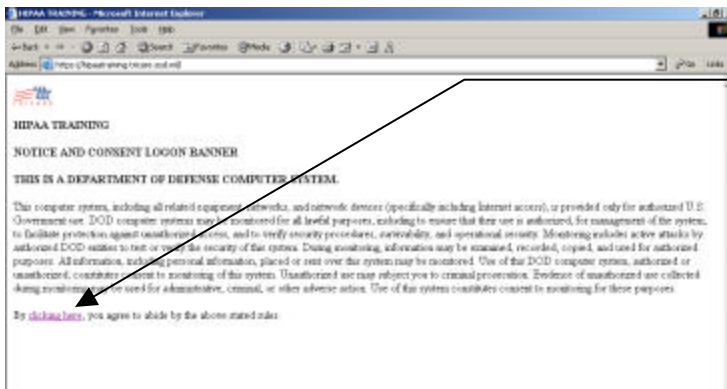
## 1. New Users

New Users to the HIPAA training application must complete the self-registration process to receive a Student ID and Password. The student ID will be system generated and must be used every time you visit the HIPAA Training website.

If you encounter any problems when self-registering please contact your MTF HIPAA Privacy Officer or you may send an email to the TMA HIPAA Help Desk at [hipaasupport@tma.osd.mil](mailto:hipaasupport@tma.osd.mil)

### 1.1 Getting Started

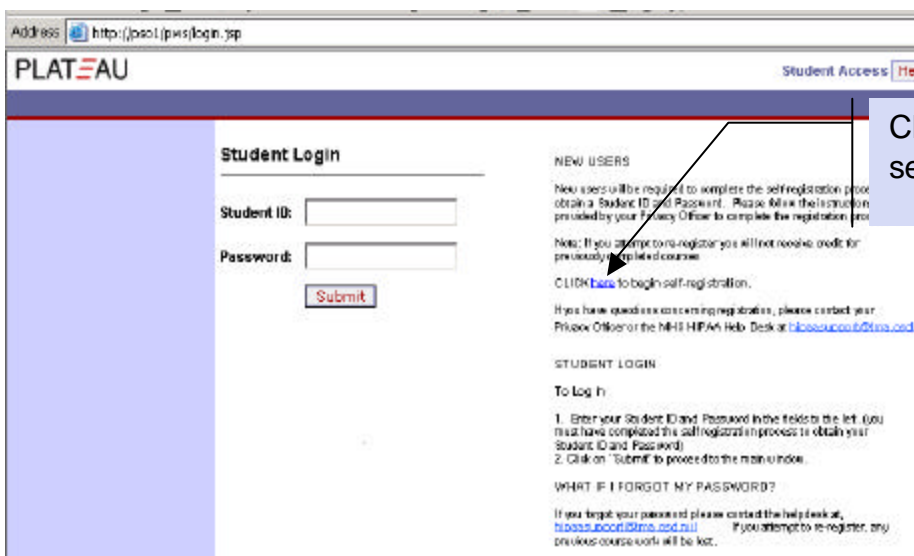
Access the HIPAA Training application via the Internet using Microsoft Internet Explorer 5.5 or later [www.hipaatraining.tricare.osd.mil](http://www.hipaatraining.tricare.osd.mil)



Select on [Clicking Here](#) to proceed to the student login page.

### 1.2 Student Login Screen

In order to obtain your Student ID and Password, you must complete the self-registration process.



Click [here](#) to begin self-registration.

Please do not self-register more than once; if you forget your Student ID or Password please contact the TMA HIPAA Help Desk at [hipaasupport@tma.osd.mil](mailto:hipaasupport@tma.osd.mil)

## 2. Self-Registration

**Student Registration Form**

Note: Please remember your system-generated student ID as it will be used everytime you log in. Fields marked with an \* required and the password must be at least 8 characters long and contain characters from all four of the following classes

1. English upper case and lower case letters
2. Arabic numerals (0, 1, 2, ..., 9)
3. Non alphanumeric special characters (!, @, #, -, .)
4. Cannot contain student ID or Full Name

Have you taken Privacy 101? ☐ YES ☐ NO

**Student ID:** 294

**Password:**

**\*Re-Enter Password:**

**\*First Name:**

**\*Last Name:**

**Middle Initial:**

**Domain:**

**Job Position:**

**Email:**

**Telephone:**

### 2.1 Privacy 101 Question

You must answer “NO” to the question “Have you taken Privacy 101?” You will not be able to complete the required training if you do not do so.

### 2.2 Student ID **Write this down , this site requires the Student ID for reentry**

Your Student ID is automatically generated by the HIPAA Training Application and cannot be changed. Please remember this **ID** as it will be needed every time you login to the HIPAA Training Application. **Please Don't Create A DUPLICATE Student ID !**

. When registering at the TMA site or when updating records, please assure that name entries follow the format of Capitol first letter, followed by lower case for each name. (i.e. John Jones or John J. Jones). Do NOT use all upper case (eg. JOHN JONES) or all lower case (e.g. john jones). All searches at the TMA site are case sensitive and the use of non-standard conventions complicates identification of records or duplicates.

Thanks !

## 2.3 First Name

You are required to enter your first name **(First Letter in Caps)**

## 2.4 Last Name **(First Letter in Caps)**

You are required to enter your last name.

## 2.5 Middle Initial **in Caps**

Fill in your Middle Initial if you have one.

## 2.4 Password

The password must meet DoD password criteria as described in the note section of the Self Registration Form. Once entered, your password must be re-entered to confirm there were no typing errors **We recommend that you use the following format, [Lastname@XXXX](#): the XXXX being year of birth. If that will make sufficient characters.**

## 2.5 Domain **WRAMC's DOMAIN is 0037 !!!!!**

Your Domain ID is the same as your DMIS Code. If you do not know your DMIS code please contact your privacy officer or click on the blue arrow and enter your search criteria. **NOTE:** when searching for your DMIS Code you may leave the fields blank and click on search to view all the Domains, however this list will be extremely long and difficult to navigate

References> Domains> Simple Search - Microsoft Internet Explorer

Pick Domains | Search | Help (F1)

> Search

Search Results

Search Domains

Enter the ID or Description, select the type of search from the drop-down menu, and click "Search" to browse results. Enter an exact ID and select "Exact" from the drop-down menu to go directly to a record. Searches are case sensitive.

Domain ID:

Description:

Exact  
Any  
Starts With  
Contains

Search Reset

Enter your DMIS Code or Description.

Click on **Search**

### 2.5.1 Selecting Domain **WRAMC's DOMAIN is 0037!!!!!!**

Once you search Domains you must select the your correct Domain. This will bring you back to the self-registration screen.

Picker> Domains> - Microsoft Internet Explorer

Pick Domains | Search | Help (F1)

> Search

Search Results

View Domains Results

ID	Description	Level
1902	Edgewood Arsenal	0
	Dental Clinic	

Select

Make sure you have the correct DMIS Code

Click on **Select**  
This will bring you back to the self-registration screen.

[basupport@tma.osd.mil](mailto:basupport@tma.osd.mil)

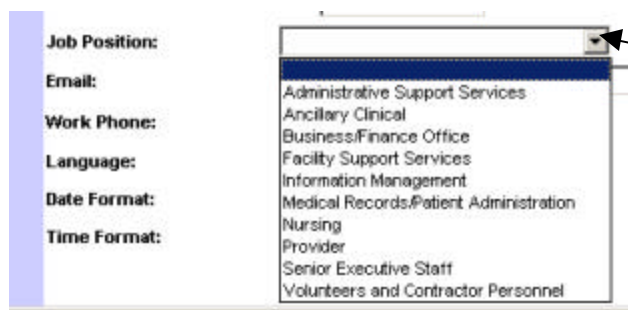
## 2.6 Job Position

Below you will find descriptions of all Job Positions. If you are still uncertain which Job Position to select contact your Privacy Officer.

Job Position	Description
Senior Executive Staff	MTF executive leadership, Legal, Public Affairs and Marketing staffs
Provider	Physicians, Phy Assts, Dentists, researchers
Ancillary Clinical	All the clinical ancillary personnel to include technicians
Nursing/Clinical Support	All clinical support personnel from Practitioner, Mid-wife, Anesthetist, Staff Nurses, LPN, NA, Dental Hygienist and Dental Admin Asst
Facility Support Services	All non clinical support personnel (too broad – medical records? Finance? IT? This description includes all of them)
Business/Finance Office	Resource Management, Personnel staff and Medical Operations (Readiness, Education, Training, Security)
Administrative Support Services	Patient assistance staff
Information Management	IM/IT staff
Medical Records/Patient Administration	Patient Admin, Medical Records, Coders, Transcriptions, clinical/ward admin staff
Volunteers and Contractor Personnel	<b>Use the Appropriate Job Description Above !</b>

### 2.6.1 Selecting a Job Position

Select your Job Position in order to view in all courses specific to your position.



The screenshot shows a registration form with fields for Job Position, Email, Work Phone, Language, Date Format, and Time Format. The Job Position dropdown menu is open, displaying a list of job positions: Administrative Support Services, Ancillary Clinical, Business/Finance Office, Facility Support Services, Information Management, Medical Records/Patient Administration, Nursing, Provider, Senior Executive Staff, and Volunteers and Contractor Personnel. An arrow points to the dropdown arrow icon at the top right of the menu.

Click on the drop down arrow to select the Job Position that best describes your position.

**Note: If you are still uncertain which Job Position to select, contact your Privacy Officer.**

## 2.7 Email and Telephone

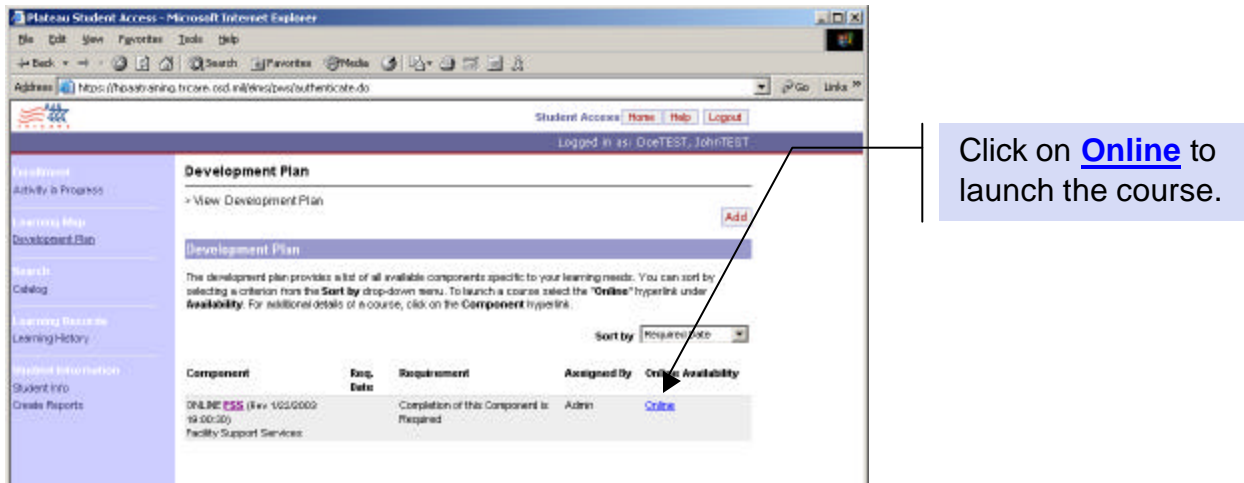
Enter your organization email address and telephone number in the appropriate fields. Be sure to enter your email ending in .mil.

## 2.8 Ending the Self-Registration Process

Click **“Submit”** to complete the self-registration process. You are now ready to begin your HIPAA training!

### 3.0 Development Plan

The Development Plan screen displays all components (courses) specific to your learning needs.



The screenshot shows the Plateau Student Access web application in Microsoft Internet Explorer. The browser address bar displays <https://plateau.sing.tcore.osd.mil/veo/bws/authenticate.do>. The user is logged in as 'DoeTEST, JohnTEST'. The left sidebar contains navigation links: Development, Activity & Progress, Learning Map, Development Plan, Search, Catalog, Learning Resources, Learning History, System Information, Student Info, and Create Reports. The main content area is titled 'Development Plan' and includes a '> View Development Plan' link and an 'Add' button. Below this is a 'Development Plan' section with a description: 'The development plan provides a list of all available components specific to your learning needs. You can sort by selecting a criterion from the Sort by drop-down menu. To launch a course select the "Online" hyperlink under Availability. For additional details of a course, click on the Component hyperlink.' A 'Sort by' dropdown menu is set to 'Requirement Date'. A table lists components with columns: Component, Req. Date, Requirement, Assigned By, and Online Availability. The first row shows 'ONLINE PSS (Rev 102/0002 19-00-00)' with a requirement of 'Completion of this Component is Required', assigned by 'Admin', and an 'Online' link in the 'Online Availability' column. A callout box with an arrow points to this 'Online' link, containing the text: 'Click on [Online](#) to launch the course.'

Component	Req. Date	Requirement	Assigned By	Online Availability
ONLINE PSS (Rev 102/0002 19-00-00) Facility Support Services		Completion of this Component is Required	Admin	<a href="#">Online</a>

If your need additional assistance please contact the WRAMC's Privacy Officer, CPT Eric Wallis, at 782-3114.